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HEREBY CERTIFY THAT THIS CORRESPONDENCE IS BEING DEPOSITED WITH THE UNITED STATES POSTAL SERVICE AS FIRST CLASS MAIL IN AN ENVELOPE ADDRESSED TO : ASSISTANT COMMISSIONER FOR PATENTS, WASHINGTON, D.C. 20231, ON THE DATE INDICATED BELOW.

BY: Ramona March DATE: May 4, 2001

Attorney Docket No. D5045-00003

PATENT

**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

In re patent application of: Alan Metcalfe

Serial No.: 09/771,379

Group No.: 2161

Filed: January 25, 2001

Examiner: Not yet known

For: ELECTRONIC ACTIVITY AND BUSINESS SYSTEM AND METHOD

BOX MISSING PARTS  
Assistant Commissioner for Patents  
Washington, DC 20231

Sir:

**RESPONSE TO NOTICE TO FILE MISSING PARTS OF APPLICATION**

In response to the "Notice to File Missing Parts of Application-Filing Date Granted" dated **March 5, 2001** (copy attached), a response to which is due **May 5, 2001**, enclosed herewith for filing are:

- ☒ Combined Declaration and Power of Attorney executed by the inventor;
- ☒ Substitute specification
- ☒ Substitute drawings

**[ ] PETITION FOR EXTENSION OF TIME**

Petition is hereby made under 37 C.F.R. 1.136(a) to extend the time for response to the Notice to File Missing Parts of \_\_\_\_\_, to and through \_\_\_\_\_, comprising an extension of the shortened statutory period of \_\_\_\_\_ months:

	Small Entity	Other Than Small Entity
One Month	___ \$ 55	___ \$ 110
Two Months	___ \$195	___ \$ 390
Three Months	___ \$445	___ \$ 890
Four Months	___ \$695	___ \$ 1,390

**[ ] Fee for Claims**

CLAIMS	:	:NO. PAID	:	:	:ADDIT:	:	: ADDIT :
PRESENT	:	:FOR WITH	:PRESENT:	:RATE	:FEE	: RATE	: FEE :
	:	:BASIC FEE	: EXTRA :	:	:	:	:
TOTAL:	17	:MINUS:	20	: = 0 :	:x 9=	:\$	: x18= :\$
INDEP:	2	:MINUS:	3	: = 0 :	:x40=	:\$	: x80= :\$
<u>FIRST PRESENTATION OF MULTIPLE DEP. CLAIM</u>				:	:+135=	:\$	:+270= :\$
				TOTAL :	\$	:	:

[XX] A check in the amount of \$420.00 is attached to cover the:


[X]	Surcharge	\$ 65.00
[X]	Statutory Basic Filing Fee	\$ 355.00
[ ]	Additional claim fees including multiple dependent claims.	\$
[ ]	Extension of Time	\$
[ ]	Petition	\$

Total Amount Due: \$ 420.00

Please charge any deficiency or credit any overpayment to Deposit Account No. 04-1679.

[ X ] Please charge any deficiency and any other fees that may be required by this paper to Deposit Account No. 04-1679. This sheet is attached in duplicate.

Respectfully submitted,

  
Robert E. Rosenthal  
Registration No. 33,450  
Attorney for Applicant

DATED: May 4, 2001

DUANE, MORRIS & HECKSCHER, LLP  
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Philadelphia, PA 19103  
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## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/771,379	01/25/2001	Alan Metcalfe	D5045-00003

CONFIRMATION NO. 6447

## FORMALITIES LETTER



\*OC000000005823546\*

Duane, Morris & Heckscher LLP  
One Liberty Place, Suite 4200  
Philadelphia, PA 19103-7396

Date Mailed: 03/05/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

09/07/2001 EXAMASS1 00000053 09771379

FILED UNDER 37 CFR 1.53(b)

US FEE  
09/07/2001 355.00 DP  
09/07/2001 65.00 DP

**Filing Date Granted**

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 355 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).*
- The oath or declaration is missing.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 420.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below. Applicant is given TWO MONTHS from the date of this Notice within which to correct the informalities indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- A substitute specification in compliance with 37 CFR 1.52 because:
  - Papers contain improper margins. *Each sheet must have a left margin of at least 2.5 cm (1") and top, bottom and right margins of at least 2.0 cm (3/4")*
- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at

least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

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*A copy of this notice MUST be returned with the reply.*

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Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE